

Policy 4: Role of Staff

4.1. Director-Board-Staff Relations

- In addition to Director and Assistant Director(s), the Board shall hire Kitchen Coordinator and/or Cook, and Early childhood Educators; volunteers may also perform duties within the daycare
- In the event of an extended absence of one or more Director(s), a supervisor may be appointed
- The Director is responsible for overseeing all staff employed by SCD; this shall include an annual performance evaluation (4.6.1.)
- It is the responsibility of all staff to be familiar with and abide by board policies; suggestions for policy changes may be provided to the board anonymously or discussed with Director
- All staff will be hired by the Director(s), when consensus is not reached, hiring decisions will be made by vote
- Open communication between all parties is encouraged to ensure positive functioning of the daycare
 - o Concerns to be addressed per Policy 21. Grievances and Dispute Resolution
 - o All staff are expected to maintain positive, timely communications with Director
 - o All staff are expected to represent SCD in positive light per Policy 14. Communications
- Division of Duties shall be per Appendix C

4.2. Kitchen Coordinator

4.2.1. Criteria for Selection of Kitchen Coordinator

- Valid First Aid and CPR certificate (per 4.9)
- Willingness to adhere to all Policies
- Recent criminal record check with vulnerable sector
- Reflect qualities embodied in Code of Conduct
- Food Safety Certification
- Other relevant education and/or work experience is an asset

4.2.2. Duties of Kitchen Coordinator

- Consult with Director(s) to develop a 6 week menu rotation following recommended best practices for the dietary needs of the children per Policy 11. Meals & Nutrition. This menu will consider special occasions, holidays, and cultural sensitivities. Menu will be approved by Director.
- Preparing meals and snacks per Policy 11. Meals & Nutrition
- Maintain kitchen appliances
- Maintain safe and proper rotation of back stock to ensure timely use

4.3. Early Childhood Educators

4.3.1. Criteria for Selection of ECEs

- Per Child Care Regulations, 2 ECEs must meet or exceed Level 2 and all others must meet or exceed their Level 1 or equivalent training in the opinion of the Minister. Exemptions are available for individuals working toward their education.
- Valid First Aid and CPR certificate
- Willingness to adhere to all Policies
- Recent criminal record check with vulnerable sector
- Reflect qualities embodied in Code of Conduct
- Working with children is a physically demanding job. Activities include but are not limited to sitting, standing, crawling, bending down, and lifting children.

4.3.2. Duties of ECEs

- Responsible for programming and implementation of daily schedules to ensure high quality childcare is provided.
- Provide a warm, nurturing environment for children in a fun, play based program.
- Strive for continuous education regarding the latest research on early childhood development and implement policies and practices that are consistent with this research to offer opportunities for optimal learning and growth.
- Model healthy eating behaviour during meal times and assist children with eating at meal times.
- Ensure proper hygiene, including diaper changes and toileting.
- Dress children accordingly to outside weather when leaving the building
- Ensure all children are accounted for at all times, including when an emergency evacuation is needed
- Maintain appropriate communications with Director, parents, and board as needed
- Address safety concerns immediately with Director
- Correct any negative behavior including but not limited to hitting, kicking, biting, and scratching per Policy 12. Behaviour Management
- Ensure delegated rooms are safe and clean for all children
- Maintain records per Appendix D
- Ensure daycare facility is safe and clean
- Regular sanitization of high-touch surfaces
- Ensure walkway and outdoor areas are clean and safe from ice, snow, and debris
- Complete daily and monthly task lists provided by Director

4.4. Wages and Benefits

4.4.1. Wages

- All employees will be paid hourly
- Starting base-wage for all positions will be based on table below and assessed annually in conjunction with performance review.
 - o Director and certified ECEs (Level 1, 2, or 3) will receive Ministry funded top-up as dictated by Ministry
- No wages shall be less than provincial average for equivalent position.
- Board reserves the right to offer a higher base-wage based on education and experience
- Employees will be paid via direct deposit on a bimonthly basis

	Hourly Base-Wage
Director	27.03 – 32.03
Kitchen Coordinator	17.00 - 22.00
Level 3 ECE or equivalent	22.06 - 25.43
Level 2 ECE or equivalent	18.56 - 22.06
Level 1 ECE or equivalent	15.56 – 18.56
No Training / Training in Progress	15.00 – 15.56

4.4.2. Benefits of Employment

- Tuition grant is available with proof of ECE course completion provided directly from academic institution and commitment to working at SCD for a minimum of one year from date of reimbursement.
- Each full-time employee is entitled to receive two weeks of paid vacation per year
 - o Part time and casual employees are entitled to paid vacation equal to four percent of his/her gross wages (before deductions).
- Full and part-time employees will be paid for the following 13 statutory and observed holidays:
 - o New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving, Remembrance Day, Christmas Eve, Christmas Day, Boxing Day.
 - o SCD will be closed on these days
- Employees who have been employed with SCD for more than 90 days are eligible for, upon request, leaves of absence without pay and up to 6 sick days per year.
 - o An employee who requests a leave of absence of four or more consecutive calendar days may be asked to provide a medical certificate certifying that the employee is incapable of working due to the illness or injury.
- Full and part time employees working more than 24 hours a week receive health benefits after 90 days. The cost is split 50/50 between SCD and the employee

4.5. Additional Conditions of Employment

- Minimum age for employment is 16 years
- See Policy 5. Staffing
- Employment may be full-time (40 hours/week, regularly scheduled), part-time (24 hours/week or more, regularly scheduled), or casual (0 – 40 hours/week, scheduled as required).
- Shifts will be 8 to 3 hours and allocated per Policy 5. Staffing
 - o Employees working 8 hour shifts will be allotted one 30-minute unpaid break.
 - o Employees working 4 hour shifts will be allotted one 15-minute paid break.
- Staff will be present during children's meal times and are expected to eat with the children, model healthy eating behaviour, assist children with eating, and ensure children are eating appropriately per Policy 11. Meals & Nutrition.
 - o Meals will be provided free of charge to all staff
- Smoking is strictly prohibited within 10 metres of the building and within ten metres of the outdoor play area. If a staff is smoking during their break, they are to wash their hands before returning to their classroom. Failure to comply with these rules may result in termination of employment.
- Mileage will be set at \$0.42/km; reimbursement for accommodations and paid travel time determined on a case-by-base basis. All travel must be pre-approved by board.

4.5.1. Performance Evaluations

- Performance evaluations will be completed by the Directors after 30 days, 3 months of employment, 6 months of employment and annually in October each year thereafter.
 - o Annual performance evaluations are mandatory unless an evaluation was already completed within the past 4 months.
 - o A written summary of each employee evaluation must be submitted to Board prior to November 30th each year.

4.5.2. Electronics

- Employees will be required to have a charged cell phone or tablet on them during outings. SCD electronics to be used for communications and Lillio App while in the building.
 - o The use of personal cell phone for daycare purposes should be limited to necessity
 - o The use of personal cell phones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention and shall be conducted in a professional manner
 - o All communications using personal cellphones during work hours or conducted on daycare property must meet code of conduct
 - o Employees may use personal cellphones during work hours for any legitimate safety, security, or emergency purposes
 - o SCD is not liable for the loss or damage of personal cellphones brought into the workplace

4.6. Employee Conduct and Disciplinary Action

- Employees shall be subject to penalties ranging from a verbal warning, written warning, notice, and discharge.
 - o Director must keep record of all warnings issued.
 - o Progressive discipline is expected but may be by-passed if situation is appropriately serious.
 - o Director must inform Board of written warnings or notice, accompanied by record of verbal warnings given, within one month of administering such.
- The following will warrant disciplinary action:
 - o Tardiness
 - o Absenteeism
 - o Unsatisfactory performance
 - o Use of personal cell phone not for the purpose of job duties, including but not limited to taking photos of children
 - o Smoking in a prohibited place
 - o Defamation or slander of SCD
 - o Leaving your shift early without permission
 - o Neglect of duty
 - o Insubordination
 - o Conviction of a felony or misdemeanor or violation of Provincial/ Federal Laws
 - o Abusive, threatening, or coercive treatment to another employee, child or parent
 - o Deliberate or careless conduct endangering the safety of staff, parents and children
 - o Harassment
 - o Reporting to work under the influence of drugs or alcohol
 - o Theft
 - o Intentional destruction
- If for any reason your employment with SCD is to be terminated, you will be given a written notice stating reason for termination.

4.7. Orientation

- All staff are required to attend a paid 2-hour orientation prior to their start date. Orientation will include: expectations of staffs' performance; how to use appropriate software, including how to fill out timesheets, attendance sheets, and incident reports; signing all necessary documents; and, becoming familiar with day to day operations.
- New staff members will be invited to visit the daycare prior to starting their first day so they can become familiar with the classrooms, locations of supplies, bathrooms, and emergency equipment.
- Staff may be asked to shadow another educator based on their education and experience. A staff may also request they have a shadow shift prior to their start date. This will be a paid shift.

4.8. First Aid/CPR

- Staff are required to have an up-to-date first aid and CPR training certificate upon hiring.
- SCD will provide free First Aid and CPR training to employees annually prior to summer relief start-date
- If a staff member fails to attend provided training, training must be completed within the respected time frame. If they cannot provide proof of enrollment in an upcoming training, board has the right to terminate employment. Staff will not be paid if they are off work due to incompleteness of their certificate.

4.9. Professional Development

- Continuous education and professional development is encouraged of all staff members regardless of ECE certification
- Learning opportunities may be made available by SCD, GSSD, referred books, or other sources and may be optional or mandatory; if mandatory, staff will be paid for attendance and sessions will be provided free of charge

4.10. Probation Period

- All hires will have a 90-day probation period in which the employee is being evaluated as a suitable fit for the position, the SCD, and employee, including overall attitude and ability to work.
- At any point within the probation period, SCD Board has the right to terminate employment for any reason without prior notice to employee.